

FORM P(2): SITE PLAN REVIEW - D.R.B. PUBLIC HEARING

☐ SITE DEVELOPMENT PLAN FOR SUBDIVISION

- \_\_\_ Scaled site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - \_\_\_ Letter briefly describing, explaining, and justifying the request
  - \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
  - \_\_\_ Copy of the document delegating approval authority to the DRB
  - \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - \_\_\_ Sign Posting Agreement
  - \_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist
  - \_\_\_ 6 copies of the Infrastructure List, if relevant to the site plan
  - \_\_\_ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
  - \_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
  - \_\_\_ Fee (see schedule)
  - \_\_\_ Any original and/or related file numbers are listed on the cover application
- D. R. B. hearings are approximately ONE MONTH after the filing deadline. **Bring the original Mylar** to the meeting for sign-off. **Your attendance is required.**

☐ SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

- \_\_\_ Site plan and related drawings (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ Site Plan for Subdivision, if applicable, previously approved or simultaneously submitted. (Folded to fit into an 8.5" by 14" pocket.) **24** copies for DRB public hearings
  - \_\_\_ Solid Waste Management Department signature on Site Plan
  - \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - \_\_\_ Letter briefly describing, explaining, and justifying the request
  - \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
  - \_\_\_ Copy of the document delegating approval authority to the DRB
  - \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - \_\_\_ Sign Posting Agreement
  - \_\_\_ Completed Site Plan for Subdivision and/or Building Permit Checklist
  - \_\_\_ 6 copies of the Infrastructure List, if relevant to the site plan
  - \_\_\_ 2 copies of the Conceptual Utility Layout Plan (mark one for Planning, one for Utility Development)
  - \_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
  - \_\_\_ Blue-line copy of Site Plan with Fire Marshal's stamp
  - \_\_\_ Fee (see schedule)
  - \_\_\_ Any original and/or related file numbers are listed on the cover application
- D. R. B. hearings are approximately ONE MONTH after the filing deadline. **Bring the original Mylar** to the meeting for sign-off. **Your attendance is required.**

☐ AMENDED SITE DEVELOPMENT PLAN FOR SUBDIVISION

☐ AMENDED SITE DEVELOPMENT PLAN FOR BUILDING PERMIT

- \_\_\_ Proposed amended Site Plan (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ DRB signed Site Plan being amended (folded to fit into an 8.5" by 14" pocket) **24** copies for DRB public hearings
  - \_\_\_ DRB signed Site Plan for Subdivision, if applicable (required when amending SDP for Building Permit) **24** copies for DRB public hearings
  - \_\_\_ Zone Atlas map with the entire property(ies) precisely and clearly outlined and crosshatched (to be photocopied)
  - \_\_\_ Letter briefly describing, explaining, and justifying the request
  - \_\_\_ Letter of authorization from the property owner if application is submitted by an agent
  - \_\_\_ Office of Community & Neighborhood Coordination inquiry response, notifying letter, certified mail receipts
  - \_\_\_ Sign Posting Agreement
  - \_\_\_ Completed Site Plan for Building Permit Checklist (not required for amendment of SDP for Subdivision)
  - \_\_\_ 6 copies of the Infrastructure List, if relevant to the site plan
  - \_\_\_ TIS/AQIA Traffic Impact Study / Air Quality Impact Assessment form with required signatures
  - \_\_\_ Fee (see schedule)
  - \_\_\_ Any original and/or related file numbers are listed on the cover application
- D. R. B. hearings are approximately ONE MONTH after the filing deadline. **Bring the original Mylar** to the meeting for sign-off. **Your attendance is required.**

I, the applicant, acknowledge that any information required but not submitted with this application will likely result in deferral of actions.

\_\_\_\_\_  
Applicant name (print)

\_\_\_\_\_  
Applicant signature / date



Form revised May 2003

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|-----------------------|--------------------------|
| ☐ Checklists complete | Application case numbers |
| ☐ Fees collected      | _____ - _____ - _____    |
| ☐ Case #s assigned    | _____ - _____ - _____    |
| ☐ Related #s listed   | _____ - _____ - _____    |

\_\_\_\_\_  
Planner signature / date

**Project #**

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